



# Digital Data Inventory

## Worksheet 1 from *Philanthropy and the Social Economy: Blueprint 2017*

Use this worksheet to identify, track, and prioritize the types of digital data your organization collects, stores, manages, and governs.

Type of data	Format	Source	Manager	Users	Where is it kept?	Personally identifiable information?	Licenses	Purge control
<b>Examples:</b>								
E-mail	Text data	Staff	All staff	All staff	Individual laptops/CRM	Yes	None	Semi-annual
Web images	Digital image	Partners	Communications staff	Comms	Server	Yes (Children—see COPPA)	Yes — photographers	Annual
Evaluation data	Data	Consultants	Program mgr	Prog/Comms				

See [digitalIMPACT.io](http://digitalIMPACT.io) for related tools and policies.

### Directions

- Make copies of the above table for everyone at a staff meeting. (You can omit examples and add rows.)
- Set aside 90 seconds: Everyone fills in as many rows in column one (types) as they can in 90 seconds. Make it fun—have prizes for whoever adds the most types!
- Collect the sheets and create a single version with all the different types of data (column one).
- Fill in as many of the columns as you can for each row (type). Involve other colleagues.
- Meet with key decision makers to identify what your organization’s priorities should be—focus on the types of data that need protection, that aren’t currently clearly managed, or about which you have questions.
- Create an online spreadsheet that you can share internally to manage in an ongoing way.

This worksheet is part of a series focused on the use and governance of digital data in organizations, from *Philanthropy and the Social Economy: Blueprint 2017*, available at [grantcraft.org/blueprint17](http://grantcraft.org/blueprint17).

